Bread Loaf / Vermont Student Employment Positions

Student employment positions are described below. Please note that position availability is subject to change. Hours, which may not exceed 20 per week, will vary depending on the position. To apply, please email Dianne Baroz (dbaroz@middlebury.edu) with a description of your interest, background, and relevant skills or experience in any of the positions for which you would like to be considered.

Dining Hall Attendants
The dining hall staff assist the kitchen staff in setting up the dining hall for meals, stocking service areas for food and drink, and cleaning up the dining area after meals. Though the work is not demanding, the staff make it possible for the kitchen to offer – and our community to enjoy – a top-notch meal service with all-school picnics and a full salad bar. Attendants can work for up to 20 hours/week across the summer session (June 26 through August 10). Shifts will run for roughly 1.5 to 2 hours per meal, on weekdays and weekends, and will be assigned by a staff coordinator in light of each attendant’s class schedule, honoring attendants’ preferences for specific shifts/days as much as possible. Though we will hire applicants who can only work limited number of meals per week, we will give preference to applicants who can work at least 10 hours per week. In all cases, we need commitment!

Library Assistant
The Library Assistant supervises Davison Library during evening and weekend hours (approx. 10-20 hours per week). Primary responsibilities include assisting users with catalog searches and other basic research, borrowing, and course reserves. The Assistant will be trained and supervised by staff from the Middlebury library and should expect to work during the period when classes are in session.

Theater: Costume Assistant
Tasks include working with theater staff in constructing costumes and serving as wardrobe crew during tech rehearsal and production. Must have experience with hand sewing and machine sewing (bonus points if you've used a merrow machine) as well as an interest in costume design and a willingness to learn techniques of costume construction. The costume assistant reports to Bread Loaf’s costume designer.

Theater: Technical Assistant
Responsibilities include but are not limited to: building scenic elements and props; using carpentry power tools (drills, saws, fasteners, etc.); painting theater scenery and properties; installing / focusing and circuiting lighting fixtures; assisting with rehearsals and productions as well as with set ups for events in the Little Theater. Experience in some area of construction, stage electrics or running productions is preferred. Candidate should be able to use a ladder and be able to lift at least 60lbs. Expected hours worked per week will be no more than 20 but may fluctuate due to class and production schedule. The technical assistants report to Bread Loaf’s Technical Director and Production Manager.
Journal Editors
The Bread Loaf Journal co-editors (usually two) work together and are responsible for assisting with solicitation of submissions, reviewing and selecting submissions for publication, editing, design, and distribution of the journal. They will also assist in planning a community celebration/journal launch. The co-editors report to Dana Olsen, Bread Loaf’s Administrative Director; their employment period will extend from June 26 through August 6.

Bookstore Attendant
The bookstore attendant will be responsible for running the college store’s Bread Loaf location. With training provided by the bookstore manager, the attendant will set up the bookstore displays, operate a computerized point-of-sale terminal, assist customers, and restock and maintain clothing, supplies, and other merchandise as needed. We anticipate the attendant will work from about 11:30 am – 2 pm Monday – Thursday from June 26 through August 6, though we can adjust these hours slightly depending on the attendant’s class schedule. The attendant may also sell books before or after certain evening readings and lectures. The bookstore attendant will report to the college bookstore manager.